

JOB ANNOUNCEMENT

POSITION: Internal Auditor II/III
STEP/RANGE: Level II: 47 - 66/\$17.39 - \$29.12
Level III: 51 - 70/\$19.38 - \$32.45
LOCATION: Administrative Office of the Courts -Matheson Courthouse - Salt Lake City
TYPE OF POSITION: Full time, with benefits
CLOSING DATE: **September 26, 2006, at 5:00 PM**

SEND APPLICATIONS TO: Human Resources
450 S. State
PO Box 140241
Salt Lake City UT 84114
(801) 578-3890 (phone)
(801) 238-7814 (fax)

DUTIES: Under the direction of the Internal Audit Director, perform financial related, operational, and compliance audits within the state judicial system. Duties include:

- Perform financial related, operational, and compliance audits to ensure adequate internal controls are in place to minimize risk.
- Apply auditing principles, methods, and techniques to analyze and interpret financial records and court operating systems.
- Review/develop risk assessments that analyze and rate existing risks and controls.
- Develop/perform audit steps to test the effectiveness of identified controls. Use computer applications and programs to obtain and analyze information.
- Document audit findings, including preparing work papers, summaries, and written reports.
- Develop recommendations to assist management with improving operational efficiency/effectiveness, and compliance with state laws, judicial rules, and accounting procedures.
- Assist court personnel in resolving problems, by researching answers to questions, etc.; develop and present training materials; assist with special projects; other duties as assigned.

REQUIRED QUALIFICATIONS: **Level II:** Bachelors degree in accounting, business management, finance or related field, and four (4) years of auditing experience, or an equivalent combination of education and experience. **Level III:** Bachelor degree in accounting, business management, or related field and six (6) years of auditing experience, or an equivalent combination of education and experience. CIA, CPA, or CFE certification may substitute for one year of work experience. **Both:** Knowledge of the International Standards for the Professional Practice of Internal Auditing; PC proficient (MS Word and Excel); excellent written and verbal communication skills essential; able to work effectively as a team member or individually. **Some in-state travel is required.**

APPLICATION PROCEDURE: Applications may be obtained from Human Resources at the Administrative Office of the Courts; 450 S. State St., SLC, phone (801) 578-3890, the Dept. of Workforce Services, or from our website at www.utcourts.gov. ***Include a certified transcript with application.***

The Utah State Courts is an Equal Opportunity Employer. The courts comply with all state and federal laws prohibiting unlawful discrimination, and provide reasonable accommodation to disabled individuals as required by the ADA.